

**MEMORANDUM OF UNDERSTANDING (MOU) between**

\_\_\_\_\_ *Party A Name (Client)*

*and*

\_\_\_\_\_ *Party B Name (Attorney)*

*and*

\_\_\_\_\_ *Party C Name (Apex Law Service)*

*and*

\_\_\_\_\_ *Party C Name (Independent Contractor Paralegal)*

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This is an agreement between “Party A”, hereinafter called \_\_\_\_\_, “Party B”, hereinafter called \_\_\_\_\_, “Party C”, hereinafter called \_\_\_\_\_, “Party D”, hereinafter called \_\_\_\_\_

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to cases handled by Apex Law Service. In particular, this MOU is intended to clearly define the parties involved in a case handled by Apex Law Service and their respective duties. Particular clarifications with respect to this specific case are:

**II. BACKGROUND**

Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.

### III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

*Circle any that apply and expand in writing:*

- Develop
- Deliver
- Share
- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

#### IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

*Circle any that apply and expand in writing:*

- Develop
- Deliver
- Share
- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

## V. [PARTY C] RESPONSIBILITIES UNDER THIS MOU

[Party C] shall undertake the following activities:

*Circle any that apply and expand in writing:*

- Develop
- Deliver
- Share
- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

## VI. [PARTY D] RESPONSIBILITIES UNDER THIS MOU

[Party D] shall undertake the following activities:

*Circle any that apply and expand in writing:*

- Develop
- Deliver
- Share
- Support
- Provide
- Promote
- Refer
- Review
- Comply
- Train
- Maintain records
- Sponsor
- Evaluate

**VII. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

- 1. Modification
- 2. Termination

**VIII. FUNDING : Are funds being exchanged and how?**

**IX. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from \_\_\_\_\_ to \_\_\_\_\_.

Parties A, B, C, and D indicate agreement with this MOU by their signatures.

**X. Signatures and dates**

Name of Party A: \_\_\_\_\_

Name of Party B: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Name of Party C: \_\_\_\_\_

Name of Party D: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date